

**1. PURPOSE AND SCOPE.** To establish local procedures for FCI Loretto's visiting program.

**2. DIRECTIVES AFFECTED.**

a. Directives Rescinded

IS 5267.06D	Visiting Regulations	01/20/04
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b. Directives Referenced

PS 5267.07	Visiting Regulations	04/14/03
PS 5500.11	Correctional Services Manual (Chapter 4- Entrance)	10/10/03
PS 5521.05	Searches of Housing Units	06/30/97

**3. STANDARDS REFERENCED.** American Correctional Association Standards for Adult Correctional Institutions 4<sup>th</sup> Edition: 4-4156; 4-4267; 4-4498; 4-4499; 4-4500; 4-4501; 4-4502; 4-4503; 4-4504.

**4. PROCEDURES.**

a. During admission and orientation, each inmate shall be asked to submit a list of prospective visitors to the Correctional Counselor using Attachment 6, List of Authorized Visitors.

b. Those individuals listed by the inmate as proposed visitors and who are not immediate family members are considered friends and associates. There will be no more than ten (10) friends and associates on the inmate's approved visiting list.

Visiting privileges ordinarily will be extended to friends and associates having an established relationship with the

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Department Heads, Union, Master File

inmate prior to confinement, unless such visits could reasonable create a threat to the security and orderly running of the institution. Exception to the prior relationship rule may be requested, in writing, to the Warden. It is the inmate's responsibility to prove prior relationships, at the time of request.

The Correctional Counselor shall perform NCIC checks on any visitors who have a prior arrest history, according to information provided on the Visitor Information Form. Additional NCIC checks shall be completed as needed at the discretion of the Unit Team. Copies of any NCIC checks being completed (even if no "hits" occur) must be maintained with the corresponding visiting list in the FOI portion of the central file.

c. Correctional Counselors will normally prepare an approved visiting list, including immediate family members and provide a copy to the Visiting Room, central file, and inmate. As additional visitors are approved, the Counselor shall add them to the original list.

d. The Correctional Counselor will advise the inmate of a proposed visitor's approval or denial.

e. When adding approved visitors to the master visiting list, Correctional Counselors will do so via sticker tabs. The tab will include the inmate's name and register number, the approved visitor's name and address and relationship to the inmate. The Counselor will initial each tab and ensure that it is placed in the Visiting Room File. The visitor questionnaire marked "approved" and initialed/signed by the Counselor will serve as central file documentation. Verbal notification to the inmate will signal him to update his own record.

f. The respective Correctional Counselor is responsible for the maintenance and accuracy of the inmate visiting files. Any discrepancies will be reported to the respective Correctional Counselor. The discrepancies which are not corrected by the end of the shift will be documented and forwarded to the Shift Lieutenant. The Shift Lieutenant will then submit the list to the Captain for appropriate action and follow-up.

g. Attachments 1 and 2, Directions to FCI Loretto, will be available in the Counselor's office for inmates to forward to their approved visitors on an as-needed basis. Rules and regulations pertaining exclusively to the visit are also included in Attachment 3, Visiting Rules and Regulations, and will be made available.

h. Deletions shall be effected by the Counselor in the following manner. The inmate will submit the name(s) to be deleted via cop-out. The cop-out shall be kept in the central file and signed by the Counselor. The sticker tab in the visiting file shall be pulled off by the Counselor or the typed name merely crossed through and marked "deleted per inmate request of date," and signed by the Counselor. All visiting questionnaires shall remain in the central file even when a visitor has been removed from the approved list. Unless there is just cause to warrant otherwise, the investigation process need not be initiated a second time to reinstate a visitor to the approved list.

- (1) Special Visits (General): Special visits from members of the general public who are not on the inmate's approved visiting list must be approved in advance by the assigned Unit Manager. Special Visiting Memo (General), will be utilized for this purpose. Special visits, which occur during other than regularly scheduled visiting hours, may be limited to one hour.
- (2) Attorney Visits: All attorney visits will be coordinated by the inmate's unit team. Any documents the inmate wishes to bring to the visit must be approved by the unit team prior to the legal visit. The unit team member will inspect the documents for contraband, count the pages, and hand carry them into the visiting room. The inmate's documents will also be inspected and counted at the conclusion of the visit by unit staff. During non-visiting hours unit staff will provide supervision of attorney visits.
- (3) Minister of Record: Inmates wanting to receive visits from a Minister of Record, will submit, in writing, a request to the Religious Services Department. Only one Minister of Record will be listed on the inmate's approved visiting list. The addition of a Minister of Record will not count against the total number of authorized visitors on the inmate's list, and will not be counted as a social visit.
- (4) Clergy: Visit from clergy (other than the Minister of Record), will be conducted in accordance with the general visiting procedures, and will be counted as a social visit. Visits from the Minister of Record or other Clergy will take place during regular visiting hours, in the visiting room.

i. Visiting Room Operations:

- (1) The Visiting Room will operate as follows:

Saturday, Sunday, and federal holidays from 8:00 a.m. to 3:00 p.m.

Mondays and Thursdays from 9:00 a.m. to 2:00 p.m.

Friday from 5:30 p.m. to 9:00 p.m.

Visitors will not be processed after 2:00 p.m., on Saturdays, Sundays, and federal holidays, 1:00 p.m., on Mondays and Thursdays; and 8:15 p.m., on Fridays.

Visits for inmates in SHU will end at 2:00 p.m.

No SHU visits will be processed after 1:00 p.m.

On Saturdays, Sundays, and federal holidays, visitors will be processed until 9:15 a.m. Visitors not ready to enter the institution by 9:15 a.m., must wait in the Front Entrance until count has cleared.

- (2) Camp Visiting: Visiting will be on Friday from 5:00 p.m. to 9:00 p.m., and Saturday, Sunday, and federal holidays, from 8:00 a.m. to 3:00 p.m. Visitors for inmates housed at the Camp will report to the Front Entrance Building for Camp visits. Inmates will be responsible for advising their visitors of the visiting times and the proper entrance to use for visiting. All rules and regulations outlined for visiting for the general population will apply to visitors at the Camp.
- (3) The Front Entrance Officer will verify each visitor's identity by a photo I.D. (i.e., driver's license, passport, etc.). This photo I.D. will be retained by the visitor for identification when exiting the institution at the completion of their visit.
- (4) Each inmate will have a visiting file which should contain, at a minimum, an inmate approved visiting list signed by the Counselor, a Visiting Frequency Form, and a current yearly calendar. Visiting files shall be maintained in a locked file cabinet in the Front Entrance and are considered confidential. Visiting files will not be accessed until the inmate's name is verified with the sanitized roster.
- (5) The Visiting Room Officer will contact either the Unit Officer or the Detail Supervisor and advise him/her of the inmate visit.

Inmates reporting for visits are required to present their commissary cards to the Visiting Room Officer. These cards must reflect an accurate likeness to the inmate's current appearance. These cards will be used to identify the inmate when he arrives for the visit. The cards are to be returned to the inmate, after he is identified, at the conclusion of visiting and before his visitors depart.

- (6) Visitors exiting the visiting room will be escorted by a staff member. The staff member will check the visitor's photo identification and verify the correct hand stamp with the black light. The staff member will then escort no more than ten (10) adult visitors to the Front Lobby building at one time.

The inmate departs with all other items he entered with, as logged by the Visiting Room Officer upon his entry.

- (7) Each inmate will be permitted eight (8) visit points per month. Two points will be assessed for visits on a Friday, Saturday, Sunday, or Federal Holidays. Monday and Thursday visits will be assessed 1 point for each visit. Visit points will be levied against an inmate on a per visit basis.

The Duty Officer or Operation's Lieutenant, in conjunction with the Visiting Room Officer, has the prerogative of terminating any visit for overcrowded conditions or for reasons of improper conduct, including the violation of any rule or regulation, by the inmate or his visitor(s). Frequency of visits and distance traveled shall be the determining factors when termination of a visit is considered. Prior to terminating a visit, the visiting room officers should consult with the Shift Lieutenant or Institution Duty Officer.

- (8) The Visiting Room and patio are no smoking areas. The patio will be used only when the visiting room becomes too crowded as an overflow and will be approved by the Operations Lieutenant to use this area.
- (9) Vending machines are available in the visiting area for visitors' use. Visitors are restricted to bringing only \$30.00 per adult into the institution. Inmates may consume vending machine items while visiting. Visitors will not be permitted to depart with food items and may not be in the vending area while the vendor is in the room. Inmates are not permitted in the vending area at anytime. Inmates may not handle money at any time.

- (10) No one under 16 years of age will be permitted to visit unless accompanied by a parent, legal guardian, or immediate family member who is at least 18 years of age. The only exception to this requirement will be for those individuals 16 and 17 years of age who have provided prior written approval of a parent, legal guardian or immediate family member at least 18 years of age. This written approval will be routed through the Unit Team and documented in the inmate's visiting file.

Inmates and visitors will control their children, keeping them quiet so as not to disturb other visitors. Failure to conform to this standard may result in termination of the visit.

**The Duty Officer and Operations Lieutenant will be consulted prior to denying any visit. A member of the Unit Team who may be on duty should also be contacted to research the inmate central file to ensure that the visitor has not been placed on an approved visiting list.**

Any visitor who enters the institution must advise the Front Entrance Officer of any contagious diseases carried by that particular individual or his/her children, i.e., measles, chicken pox, body lice, etc. Failure to conform to this standard may result in termination of the visit.

- (11) Only two medications will be permitted to be taken into the institution during a visit. They are: Nitro-Glycerin (any form or preparation) for a heart condition; and Bronchodilators (inhalers) for an asthma condition.

j. Visits to Inmates Not in General Population Status:

- (1) Separation Cases: Any inmate who has a need for separation from the inmate population shall receive his visit in the Health Service Observation Room or an area designated by the Captain. This type of visit will not exceed one (1) hour and will be closely supervised by a staff member.
- (2) Hospital Patients: Visits to inmates hospitalized in the community hospital are ordinarily restricted to only life threatening illnesses, terminal illnesses, or extended illnesses. If approved, by the Warden, the inmate's Unit Team will initiate the necessary paperwork and schedule the visit. A memorandum will be generated,

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by unit management staff, designating the specifics of the visit, and this memorandum must be routed through the proper channels, (Health Services Administrator,

Captain, Associate Warden, and Warden), and the final approval must be obtained by the Warden. These visits are subject to the general visiting policy of that hospital. The escorting officers will be notified when the visit is to occur and the duration of the visit.

- (3) SHU Inmates: SHU inmates will be assigned to seats near the officer's station. SHU inmates will not be allowed on the patio.
- (4) Holdover Cases: Any inmate who is considered a holdover will be afforded the same visitation privileges as general population inmates. Visitors will be limited to immediate family members only.

**5. OPERATIONAL REVIEWS.** The Correctional Services Department is responsible for Operational Reviews of this program.

<b>6. ATTACHMENTS.</b>	Attachment 1	Directions to FCI Loretto from Johnstown Cambria County Airport
	Attachment 2	Directions to FCI Loretto from Altoona Airport
	Attachment 3	Visiting Rules and Regulations
	Attachment 4	Legal Visiting
	Attachment 5	List of Authorized Visitors

**7. EFFECTIVE DATE.** Immediately

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Tracy W. Johns  
Warden

Attachment 1  
LOR 5267.07A  
May 11, 2004

DIRECTIONS FROM JOHNSTOWN CAMBRIA COUNTY AIRPORT TO  
FCI LORETTO

- A. Upon leaving the airport, make a right. Proceed to the stop sign (approx. 1 ½ miles).
- B. At stop sign, make a left.
- C. After turning left, go only 1/8 mile and make another left, this will put you on Rt. 219 North.
- D. Proceed on Route 219 North for 15 miles. Take the exit which says Route 22 East, Ebensburg.
- E. Proceed on Route 22 East for 5 miles and take the exit which says Route 164, Munster/Portage.
- F. At the stop sign after taking the exit, make a left and go 1/8 mile to the stop light.
- G. At the light, make a right and go approximately 3 miles. You will see Mount Aloysius College on your right. Take the road to the left that immediately follows the College. The sign will say Loretto 4 miles.
- H. Follow this road approximately 3 miles. You will see FCI Loretto sitting up on a hill to your left.

DIRECTIONS FROM ALTOONA AIRPORT TO  
FCI LORETTO

- A. Upon leaving the airport, make a right and proceed on Route 866 North.
- B. Continue on 866 North until you see Route 164 in Martinsburg.
- C. At Route 164 make a left (164 West) and go towards Roaring Spring.
- D. At Roaring Spring, Routes 164 West and 36 North join, make a right and continue on Routes 164/36.
- E. Approximately 3 miles on routes 164/36, you will see a sign saying Route 220 North to Altoona. Go a short distance and make a right onto Route 220 North.
- F. Proceed on Route 220 North for approximately 5 miles. You will see a sign saying Route 22/764 Ebensburg/Hollidaysburg. Make a right here to get onto Route 22 and proceed on Route 22 West to Ebensburg.
- G. Travel approximately 9 miles until you see the Cresson Summit Exit. After taking this exit, make a right at the stop sign.
- H. Proceed until you reach a stop light. Pass straight through this light. Approximately  $\frac{1}{2}$  mile you will see a sign that says Loretto 4 miles. Make a right here.
- I. Proceed approximately 3 miles and you will see FCI Loretto sitting up on a hill to your left.

VISITING RULES AND REGULATIONS  
FCI LORETTO

You have been approved to visit an inmate at FCI Loretto. In exercising this privilege, there are important factors, rules, and regulations that must be considered and followed respectively. Unless otherwise noted all rules and regulations listed below will apply to the FCI and Satellite Camp.

1. The inmate is responsible for identifying his desired visitors and coordinating his visits. Once notified for approved visiting by institution staff, visits should be coordinated with the inmate.
2. Visitors will utilize the visitor parking area. Vehicles will remain locked at all times when not in use. Non-visitors may remain in their vehicles in the designated visitor parking areas located at the rear of the parking lot. Walking about the institution grounds is prohibited. Once signed in as a visitor, return trips to the parked vehicles are prohibited.
3. The number of adult visitors is limited to four (4) at any given time. Children under the age of 16 will not be counted.
4. Children under the age of 16 must be accompanied by an adult. Inmates will be responsible for ensuring children are within their immediate area throughout the entire visit. Children will not be allowed to run or become loud thus disrupting other inmates and their visitors.
5. Regular visiting time is unlimited within the prescribed hours unless circumstances warrant otherwise. Should overcrowding of the Visiting Room occur, visits will be terminated under the following guidelines:
  - a. Frequency of inmate's visits
  - b. Distance traveled by the inmate's visitors

Visitors will not be permitted to enter the institution grounds prior to the commencement of the designated visiting times.

Institution Visiting Hours:

Monday, & Thursday 9:00 a.m. - 2:00 p.m.

Friday -- 5:30 p.m.- 9:00 p.m.

Tuesday, Wednesday -- No Visiting

Saturday, Sunday, Federal Holidays -- 8:00 a.m. - 3:00 p.m.

Camp Visiting Hours:

Friday --5:00 p.m. - 9:00 p.m.

Saturday, Sunday, Federal Holidays -- 8:00 a.m. - 3:00 p.m.

6. Visitors 16 years of age and older will present themselves, upon arrival, with a form of photo identification (drivers license).
7. All visitors 16 years of age and older must adhere to the following dress code regulations. Casual attire is permissible; however, clothing must be worn in a conservative manner. Absolutely no suggestive or revealing clothing will be permitted in the Visiting Room. Admittance of the visitors is up to the discretion of the Front Entrance Officer and the attending Lieutenant. The following is a list of clothing that is **NOT** permissible:

- \*No work out type clothing (Gray in color)
- \*No hot pants
- \*No tight fitting pants (including stretch pants unless worn with an oversized shirt)
- \*No mini skirts
- \*No swim suits
- \*No tank tops or halter tops
- \*No lace shirts, shorts or pants
- \*No see-through blouses (unless worn with a camisole)
- \*No sleeveless shirts
- \*No crop tops
- \*No shirts/dresses with open backs
- \*No clothing with vulgar or obscene language or picture.

Hats are not permitted to be worn during visits.

8. Visitors are **not** permitted to bring food, gum, candy or drink of any kind into the Visiting Room. Visitors are not permitted to leave with items purchased in the Visiting Room. Visitor are permitted to bring \$30.00 per adult into the institution.

The only purse or bag which is permitted to be brought into the Visiting Room at the FCI and Satellite Camp is a small clear plastic purse. Diaper bags are permitted with necessary diapers, formula, and baby food for an infant, for the length of a visit. Strollers and baby carriers are not authorized items at the FCI. Baby carriers are only permitted at the Satellite Camp. No toys will be allowed to enter the institution. **No** glass containers are permitted to enter the institution. Excessive items may be stored in the lockers provided or they may be returned to the vehicle prior to the completion of the

Notification of Visitor Form.

Medications are prohibited from entering the institution. Persons mandated specific medications must declare the medications to the Front Entrance Officer, thereby permission may be granted by the Operations Lieutenant.

9. **No** personal recreational items including photographs will be permitted to enter the FCI or Camp. **No** pets will be permitted in the institution.
10. The Visiting Room and patio are non-smoking areas.
11. Any excessive display of affection between inmate and visitor may result in termination of the visit and/or removal of a visitor from the inmate's approved visiting list. The inmate will be permitted to kiss and embrace his visitor(s) once upon the beginning of the visit and once at the conclusion of the visit. Hand holding is permitted; however, the inmate's hands must be in plain view of the Visiting Room staff at all times.
12. All visits are supervised visually. Any apparent violation of institution regulations by the visitor and/or inmate may result in the termination of the visit. This could result in visiting privileges being denied by disciplinary action or the removal of a visitor from the inmate's visiting list.
13. Umbrellas can not be brought into the institution.
14. The Front Lobby Officer will notify the Operations Lieutenant regarding items being brought into the institution, that he/she feels would hamper the security and orderly running of the institution.
15. Visitors are not permitted in the vending area while the vendor is filling the machine. Items may not be purchased directly from the vendor.